**SEE Documents: New and improved (after SEE Training)**

* **Position description**

|  |  |
| --- | --- |
| Position Description: | Become an English tutor. Meet international students. Change your world! The American English Institute's (AEI) Tutoring & Conversation Partner Program is hiring new conversation partners to begin working in Winter 2016. Conversation partners work to enhance the experience of international students in the AEI's Intensive English Program (IEP) through English language tutoring and peer mentoring. Conversation partners support students in reaching their academic goals, adjusting to US culture, and learning about life at an American university. Our conversation partners gain skills in cross-cultural communication, time management, active listening, group facilitation, navigating ambiguity, language tutoring, record keeping, and more. A variety of trainings and professional development opportunities are provided to conversation partners throughout each term to continually improve their skills as tutors and mentors. While many of our conversation partners go on to work in education or teaching abroad, the skills they practice here are transferable to a wide variety of careers. |
| \*Qualifications: | Eligibility requirements: Minimum Qualifications: • Be an enrolled UO student taking 8 credits if an undergraduate or 6 credits if a graduate • Be able to work at least 6 hours per week • Be a native speaker of English or speak and write English at a native level • Have demonstrated academic success with a minimum of a 3.0 GPA • Demonstrate excellent work habits (e.g. punctuality, dependability, accuracy with paperwork and deadlines, clear communication skills) • Show a strong interest in learning about other places and cultures Preferred Qualifications: • Major in International Studies, Linguistics, Communication Disorders, Foreign languages, Journalism, Education, SLAT certification, or related field • Study Abroad or second language learning experience • Knowledge of English grammar and writing • Excellent work habits (e.g. punctuality, dependability, accuracy with paperwork and deadlines) • Excellent time management skills • Sensitivity to different cultural norms, attitudes, beliefs, and practices • Friendly and welcoming attitude and demeanor • Patience and consideration in working with individuals from other cultures and with individuals who are English language learners • Motivation to grow and learn |
| \*How to Apply: | 1) Go to https://aeitutoring.uoregon.edu 2) Log in with your Duck ID (email) and password 3) Click on the tab "Become a Conversation Partner!" 4) Scroll to the bottom of the page and click "Apply to here to become a conversation partner."  |